

## Options for Sorting Co-Team Lead Queues

*By Institution Name:* Sort both queues by Institution Name, then by Submission Date. Example : Non-Profit School (submitted on 3/10), Non-Profit School (submitted on 3/11), Proprietary School, Public School

*By Record Type:* Sort both queues by alphabetical Record Type. Example: All Compliance Audit submissions, all financial statement submissions... all waiver/exemption submissions.

*By Submission Type:* Sort both queues by alphabetical Submission Type. Example: All Annuals, all Changes in Fiscal Year End... all Waiver/Exemption Requests

*By Oldest:* Current system functionality. Sort both queues by the date/time each Submission entered the queue, from oldest Submission to newest Submission.

*By Most Recent:* Sort both queues by the date/time each Submission entered the queue, from newest Submission to oldest Submission.

*By Assignee (Team Queue Only):* Sort queue by alphabetical Assignee Name. Example: Ben Lopez, Kevin Rowland, Seth Sinclair.